

**RECORD OF ENLISTED PERFORMANCE QUALIFICATIONS (EPQ)
GUNNER'S MATE (GM)**

INSTRUCTIONS

Record of Enlisted Performance Qualifications (EPQ) shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for the next higher pay grade to be eligible for advancement. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed by a designated supervisor at least one pay grade higher than the student and preferably of the same enlisted rating specialty. Form CG-3303C becomes official documentation to be kept in the member's Personnel Data Record (PDR) denoting eligibility for administration of the rating End of Course Test (EOCT) and, if applicable, participation in a Service Wide Exam competition (SWE). Some EPQ include Supervisory Guidelines (SupGuide) which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that although demonstration and sign-off of any new EPQ at or below the current pay grade is not required, the EPQ will be used to develop course materials and SWE questions. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade for their specific rating to facilitate the mentoring of junior personnel.

Performance Qualifications numbering system: Example **5.A.01**

- The number **5** indicates an E-5 level qualification requirement.
- The letter **A** indicates the subject section within the qualification requirements.
- The sequence number **01** indicates the 1st qualification within the subject section.

Rating courses are developed using reference material denoting official policy and/or technical standards. Reference material is generally incorporated into lessons at an adequate level to complete the course. If more guidance is required, or should further study be desired, reference material is available online through the Coast Guard Directives System website accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. Other reference material supporting the EPQ may also be obtained from the unit's library, TRACEN course writers, CG Institute, or other government sources. A reference material list is located at the end of this document. If any reference material is found to be in contradiction the cited Coast Guard reference shall take precedence.

The Rating Force Master Chief of this occupational specialty is the primary proprietor of these EPQ. The most up to date revisions are available on the CG-Central website, My Workspace : Career Management : Enlisted : My Ratings, located at <http://cgcentral.uscg.mil> or on the Office of Training, Workforce Performance and Development (CG-132) website located at www.uscg.mil/hq/g-w/training/quals.htm. EPQ copies are also available from the unit's Education Services Officer (ESO) or Career Development Advisor (CDA).

If members have completed tasks on the previous edition of the EPQ that cross-reference then supervisor signatures should be transferred for those completed tasks to this new edition.

SUMMARY OF CHANGES: This revision to the GM EPQ does not significantly change any of the previous tasking. The requirements for each weapons system are now itemized and updated. EPQ 6.D.06 was removed and 6.D.07 was numbered as 6.D.06.

RATING GUNNER'S MATE (Effective for the MAY 2006 Active Duty and the OCT 2006 Reserve SWE)		ABBREVIATION GM
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL		
E-4	E-5	E-6
E-7	E-8	E-9
NAME (Last, First, Middle Initial)		EMPLID NUMBER

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

Date: _____

I certify that the person named below has satisfactorily completed all rate related course work and Enlisted Performance Qualifications (EPQ) for pay grade E-_____ and is eligible to take the end of course test (EOCT).

 Leading Chief / Division Officer or Dept. Head

NAME (Last, First, Middle Initial)**EMPLID NUMBER**

RATING: GUNNER'S MATE	INIT	DATE
<p>A. SMALL ARMS AND MACHINE GUNS</p> <p>SupGuide: Immediate actions include misfire procedures.</p> <p>4.A.01 Operate the Service Pistol IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.A.02 Perform immediate actions on the Service Pistol for malfunctions and stoppages IAW the Ordnance Manual, COMDTINST M8000.2 (series)</p> <p>4.A.03 Troubleshoot the Service Pistol IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.04 Perform Preventative Maintenance on the Service Pistol IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.05 Operate the 12-gauge Shotgun IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.A.06 Perform immediate actions on the 12-gauge Shotgun for malfunctions and stoppages IAW the Ordnance Manual, COMDTINST M8000.2 (series)</p> <p>4.A.07 Troubleshoot the 12-gauge Shotgun IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.08 Perform Preventative Maintenance on the 12-gauge Shotgun IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.09 Operate the M-16 Rifle IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.A.10 Perform immediate actions on the M-16 Rifle for malfunctions and stoppages IAW the Ordnance Manual, COMDTINST M8000.2 (series)</p> <p>4.A.11 Troubleshoot the M-16 Rifle IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.12 Perform Preventative Maintenance on the M-16 Rifle IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p>		
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<p>4.A.13 Operate the M-60 or M-240B machine gun IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.A.14 Perform immediate actions on the M-60 or M-240B machine gun for malfunctions and stoppages IAW the Ordnance Manual, COMDTINST M8000.2 (series)</p> <p>4.A.15 Troubleshoot the M-60 or M-240B machine gun IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.16 Perform Preventative Maintenance on the M-60 or M-240B machine gun IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.17 Operate the M2HB 50 caliber machine gun IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.A.18 Perform immediate actions on the M2HB 50 caliber machine gun for malfunctions and stoppages IAW the Ordnance Manual, COMDTINST M8000.2 (series)</p> <p>4.A.19 Troubleshoot the M2HB 50 caliber machine gun IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.20 Perform Preventative Maintenance on the M2HB 50 caliber machine gun and IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p> <p>4.A.21 Train personnel in small arms performance qualification standards (PQS) IAW Ordnance Manual, COMDTINST M8000.2 (series) and Cutter Training and Qualification Manual, COMDTINST 3502.4 (series).</p> <p>4.A.22 Prepare Line Throwing equipment for operations IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>SupGuide: To include demonstration of the Line Throwing equipment.</p> <p>4.A.23 Maintain Line Throwing equipment IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable MRCs.</p>		
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<p>5.A.01 Conduct shoulder Line Throwing gun training IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.A.02 Prepare a machine gun Firing Plan IAW the Ordnance Manual, COMDTINST M8000.2 (series), FXP-2 and FXP-3.</p> <p><u>SupGuide:</u> To include conducting a pre-fire brief.</p> <p>B. AMMUNITION AND PYROTECHNICS</p> <p>4.B.01 Handle ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, SW050-AB-MMA-010, SW010-AB-GTP-010, SG420-AP-MMA-010, OP 1014, OP 2173, OP 3565 volume 1 and volume 2 Parts 1 & 2, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p> <p>4.B.02 Inspect ammunition and pyrotechnics IAW the Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, TW024-AA-ORD-010, SW050-AB-MMA-010, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p> <p>4.B.03 Stow ammunition and pyrotechnics IAW the Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP4, NAVSEA OP5, NAVSEA OP 3347, TW010-AC-MMA-010, TW010-AC-ORD-030, SW050-AB-MMA-010, SW020-AC-SAF-010, and 40 CFR 260-270 [Military Munitions Rule (MMR)].</p>		
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<p>4.B.04 Inventory ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series) and SW050-AB-MMA-010.</p> <p>4.B.05 Maintain ammunition & pyrotechnics stowage plan IAW the Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP-4 and NAVSEA OP-5.</p> <p>4.B.06 Activate all Coast Guard pyrotechnics IAW the Ordnance Manual, COMDTINST M8000.2 (series) and SW050-AB-MMA-010.</p> <p><u>SupGuide:</u> Performance under simulated conditions authorized.</p> <p>5.B.01 Conduct pyrotechnics training exercises IAW the Ordnance Manual, COMDTINST M8000.2 (series) and SW050-AB-MMA-010.</p> <p><u>SupGuide:</u> Performance under simulated conditions authorized.</p> <p>5.B.02 Prepare an ammunition & pyrotechnics stowage plan IAW the Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP-4 and NAVSEA OP-5.</p> <p>6.B.01 Demonstrate the procedures for emergency disposal of ammunition and pyrotechnics IAW the Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, SW300-BC-SAF-010, NAVSEA OP 5, and NAVSEA OP 3347, OP 1014.</p> <p><u>SupGuide:</u> Perform under simulated conditions.</p> <p>6.B.02 Train personnel in the proper handling of ammunition for a On Load / Off Load evolution IAW the Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP-4 and NAVSEA OP-5.</p> <p><u>SupGuide:</u> To include conducting an On Load / Off Load brief.</p> <p>6.B.03 Complete a ammunition On Load / Off Load evolution IAW the Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP-4 and NAVSEA OP-5.</p>		
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<p>C. MAGAZINES AND MAGAZINE SPRINKLER SYSTEMS</p> <p>4.C.01 Inspect magazines and/or ready service lockers IAW Ordnance Manual, COMDTINST M8000.2 (series), NAVSEA OP 4, NAVSEA OP 5, NAVSEA OP 3347, and OPNAVINST 4790.4 (series).</p> <p>SupGuide: To include alarm and fire suppression systems.</p> <p>4.C.02 Record magazine and/or ready service locker temperatures IAW Ordnance Manual, COMDTINST M8000.2 (series) and OPNAVINST 4790.4 (series).</p> <p>SupGuide: Include exercising temperature control procedures (simulation authorized).</p> <p>4.C.03 Perform preventive maintenance on Security Locks IAW the Ordnance Manual, COMDTINST M8000.2 (series) and applicable manufacturer instructions.</p> <p>D. ORDNANCE ADMINISTRATION</p> <p>4.D.01 Maintain an ammunition inventory using master stock records, lot locator cards, and Retail Ordnance Logistics Management System (ROLMS) IAW Ordnance Manual, COMDTINST M8000.2 (series), TW024-AA-ORD-010, and NAVSUP P-724 (series).</p> <p>4.D.02 Prepare required logs, reports, and records IAW Ordnance Manual, COMDTINST M8000.2 (series) and Directives, Publications and Reports Index, COMDTNOTE 5600.</p> <p>4.D.03 Verify a R-865 Coast Guard Asset Weapons Report IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.D.04 Prepare documentation for all small arms and ordnance equipment transactions IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.D.05 Maintain ordnance publication library IAW Ordnance Publications Index, COMDTINST M8000.3 (series).</p>		
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<p>4.D.06 Complete ammunition lot / master cards IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.D.07 Maintain Ordnance Logs IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>4.D.08 Maintain Master Set of Maintenance Requirement Cards (MRC's) IAW the Ordnance Manual, COMDTINST M8000.2 (series) and OPNAVINST 4790.4 (series).</p> <p>4.D.09 Perform Maintenance using a Maintenance Requirement Card (MRC) IAW the Ordnance Manual, COMDTINST M8000.2 (series) and OPNAVINST 4790.4 (series).</p> <p>4.D.10 Prepare Ammunition Transaction Report (ATR) and Periodic Log Report (PLR) IAW the Ordnance Manual, COMDTINST M8000.2 (series) and NAVSUP 724.</p> <p>4.D.11 Process a Notice of Ammunition Reclassification (NAR) IAW the Ordnance Manual, COMDTINST M8000.2 (series) and NAVSUP 724.</p> <p>5.D.01 Determine Non-Combat Expenditure Allocation Requirements (NCEA) plan IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>5.D.02 Prepare a weekly, quarterly, and cycle Planned Maintenance System (PMS) schedule IAW OPNAVINST 4790.4 (series).</p> <p>5.D.03 Prepare a form DD-1348-1A, Issue Release/Receipt Document, for transfer of Ammunition / Pyrotechnics IAW the Ordnance Manual, COMDTINST M8000.2 (series) and NAVSUP 724.</p>		
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<p>6.D.01 Develop a firing plan for an installed weapons system IAW Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.D.02 Prepare a Planned Maintenance System (PMS) Feedback Report (FBR) IAW OPNAVINST 4790.4 (series) and the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.D.03 Prepare an ordnance repair parts requisition using applicable Illustrated Parts Breakdown (IPB) diagrams IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.D.04 Complete the following casualty reporting system reports IAW OPNAVINST NWP1-03.1 (series) and Casualty Reporting (CASREP) Procedures (MATERIEL), COMDTINST M3501.3 (series).</p> <ul style="list-style-type: none"> • Initial CASREP • Update CASREP • Correct CASREP • Cancellation CASREP <p>6.D.05 Submit a unit level ordnance budget IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>6.D.06 Prepare disposition documentation for turn-in of unserviceable or damaged ammunition and pyrotechnics IAW Ordnance Manual, COMDTINST M8000.2 (series) and NAVSUP P-724.</p> <p>7.D.01 Conduct unit ordnance inspections IAW the Ordnance Manual, COMDTINST M8000.2 (series); and the Command Assessment of Readiness and Training (CART) procedures or a Ordnance Technical Inspection (OTI) if applicable.</p> <p>8.D.01 Sub-Allocate Non-Combat Expenditure Allocation (NCEA) to units within current AOR IAW the Ordnance Manual, COMDTINST M8000.2 (series) and NAVSUP 724.</p> <p>8.D.02 Develop the Training, Testing, and Current Operational Requirements (TTCOR) IAW the Ordnance Manual, COMDTINST M8000.2 (series).</p> <p>--END of EPQ--</p>		
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GLOSSARY

ACTIVATE: To turn on or energize; to put into an operable state.

COMPLETE: Follow a process or procedure from initial identification, performance and submission of any required reports or forms.

CONDUCT: To direct an action or evolution as the leader (supervisor).

DEMONSTRATE: To show proficiency in accomplishing a task by simulation or actual performance without actual follow through due to safety or efficiency consequences. (Examples: Cardio-Pulmonary Resuscitation)

DETERMINE: To discover and come to a decision about status by calculation, reasoning and observation of fact.

DEVELOP: Determine requirements from directives issued by competent authority, establish local requirements, and prepare directive for compliance.

EVALUATE: Determine the status of an assembly, equipment, or system by comparing the results of tests, inspections, or other measurements to design specifications or established requirements.

FIRE: To discharge a firearm or weapon system.

HANDLE: To move by hand; to perform a required function in regard to a the commodity, such as ammunition.

INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.

INVENTORY: To make an itemized list of current assets, goods or materials; catalog of property.

MAINTAIN: 1. All activities that serve to increase the mean time between failure (MTBF) and/or decrease the total time inoperative (TTI) of parts, equipment, or systems. 2. To keep up to date, logs, records and equipment maintenance (to keep up to operational standards). 3. The care and work put into property or equipment to keep it operating and productive; general repair and up keep.

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OPERATE: 1. To perform a function, or cause to function, producing an appropriate and desired effect.
2. To *operate* a weapon is to properly load, charge (cock), discharge (fire) and clear the apparatus.

PERFORM: To begin a task and carry through to completion in accordance with applicable instructions and regulations.

PLAN: A detailed formulation of a program of action or to devise or project the realization or achievement of a task or program.

PREPARE: Plan, gather, and assemble equipment or information to produce a desirable outcome (i.e., parts, ensemble, schedule, documents or forms).

PROCESS: Subject to treatment or handle through a set of procedures.

RECORD: To document required information in a record book, database, or other application for later retrieval and review.

STOW: To put away, store; to lock up for safekeeping.

SUB-ALLOCATE: Distribute goods from one entity to another, generally from larger to smaller. To transfer (ammunition) to a subordinate unit.

SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.

TRAIN: Convey knowledge, demonstrate skills; and measure the transfer of those skills and knowledge using a defined lesson plan and methodology.

TROUBLESHOOT: To identify a failure at the lowest repairable level in a system or equipment following a logical process.

VALIDATE: Determine if information contained in records or developed standards is accurate and applicable to current organization.

VERIFY: To determine the accuracy of recorded information by comparing to physical evidence.

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REFERENCES:Accounting Manual, [COMDTINST M7300.4](#) (series)Casualty Reporting (CASREP) Procedures (Materiel), [COMDTINST M3501.3](#) (series)Cutter Training and Qualification Manual, [COMDTINST M3502.4](#) (series)Directives, Publications, & Reports Index, [COMDTNOTE 5600](#)

FM23-65

FM23-67

40 CFR 260-270 [Military Munitions Rule (MMR)]

Hazardous Waste Management Manual, COMDTINST M16478.1 (series)

Maintenance Requirement Cards (MRCs) NAVSEA OP 4

NAVSEA OP 5

NAVSEA OP 3347

NAVSUP P-724

OP 1014

OP 2173

OP 3565 volume 1 and volume 2 Parts 1 & 2

OPNAVINST 4790.4 (series)

OPNAVINST NWP1-03.1 (series)

Ordnance Manual, [COMDTINST M8000.2](#) (series)Ordnance Publication Index, [COMDTINST M8000.3](#) (series)Property Management Manual, [COMDTINST M4500.5](#) (series)

Remington Field Service Manual

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Requirements for WSAT and FORACS Sensor Test, [COMDTINST 9408.1](#) seriesSupply Policy and Procedures Manual (SPPM), [COMDTINST M4400.19](#) (series)

S9522-AA-HBK-010

SG420-AP-MMA-010

SW010-AB-GTP-010

SW050-AB-MMA-010

SW225-CF-CSA-010

SW225-CG-CSA-010

SW225-AO-MMA-010/OP 762

SW300-BC-SAF-010

SW314-AO -INS-A20

SW360-AB-MMO-010

SW361-AB-MMO-010

SW370-AA-MMO-010

SW370-AA-OPI-010

TM9-1005-213-10

TM9-1005-224-10

TM9-1005-249-10

TM9-1005-249-24&P

TM9-1005-317-23

TW010-AC-MMA-010

TW010-AC-ORD-030

TW024-AA-ORD-010

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